

CONFIDENTIAL

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 26-71

23 November 1971

To: All Training Officers of the Agency

EFFECTIVE BRIEFING

The next Effective Briefing Course will

25X1A

mornings during the period 7 January to 10 March 1972. The course will consist of one session a week for ten weeks, with six 2-hour sessions and four 3-hour sessions.

OBJECTIVE To increase individual effectiveness in briefing.

FOR Senior officers, Grade 14 and above, who now have briefing responsibilities or who anticipate such assignments in the future. Preference will be given to officers who represent the Agency at Congressional hearings, White House briefings, etc.

DESCRIPTION This is a part-time course which provides an opportunity for participants to learn proper briefing techniques through instruction and through the conducting of briefing sessions on their own. In addition to receiving critical comments from their colleagues and Professor Stevens, all participants will be given the opportunity to criticize themselves objectively by means of video tape playback sessions.

PLACE The course will be held in Room 224, Chamber of Commerce Building.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(Over, please)

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REGISTRATION Limited to 16. Nominations should be made by submitting Form 73, Request for Internal Training, through the Senior Training Officer to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building. Nominations must be in OTR on or before 22 December 1971.

ADDITIONAL
INFORMATION On course content, call extension 3567. On registration, call extension 2365.

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